Part 2 – Registering for WBT Courses

Note: **This procedure has recently changed significantly.** Please read carefully.

Complete the steps above until you have accessed the **ALMS Home Page**, then continue with the steps below.

Searching the Catalog

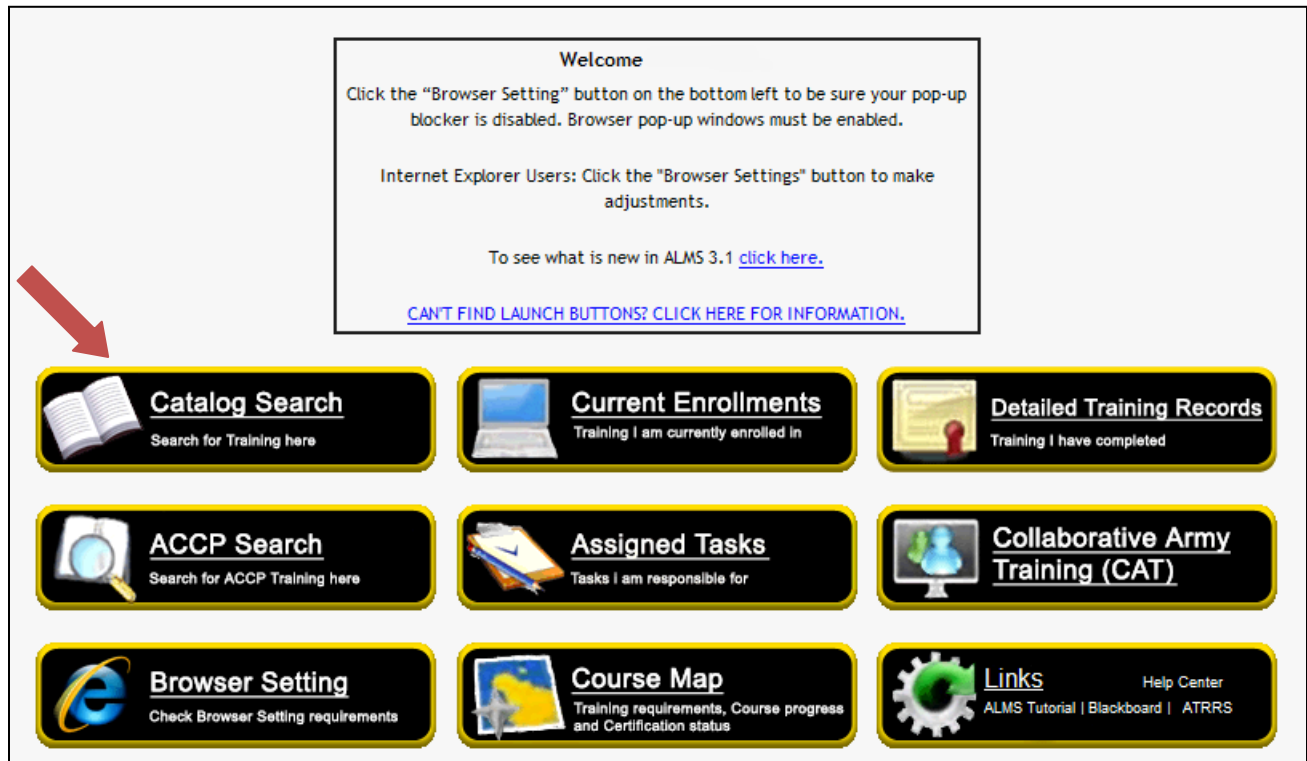1. At the **ALMS Home page**, click the **Catalog Search** button.

Figure 12. ALMS Home Page (Catalog Search .

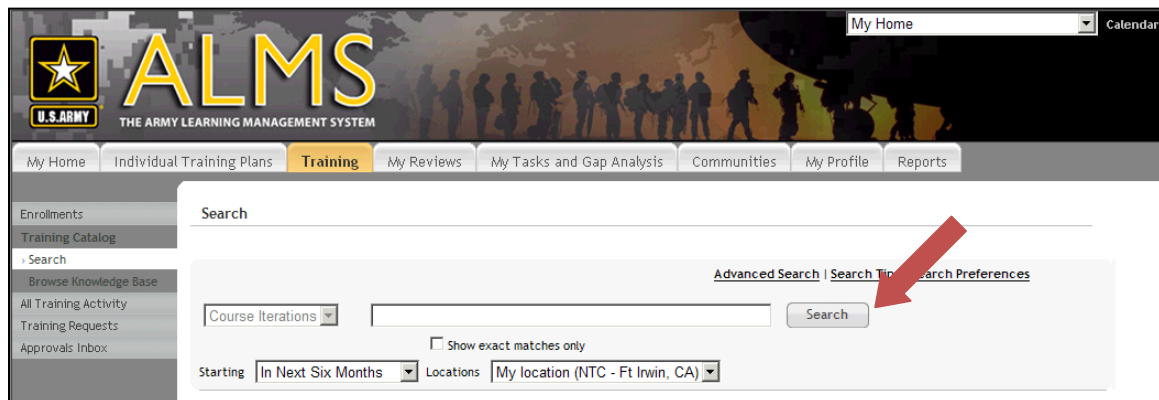2. The **Search** screen will appear as shown below.

Figure 13. Search screen.

Change the fields in the Search screen as indicated below:

- **Course Iterations** – Grayed out; cannot be changed
- **Search** Text field – "GCSS" [one word only]
- **Show exact matches only –** leave unchecked
- **Starting** (drop down box) – No change (use default "In Next Six Months")
- **Locations** (drop down box) – Select "Any Location"

3. Click the **Search** button . The screen will appear as shown below.

Figure 14. Search screen - results.

Clicking the name of the course displays the **Course iteration** details (optional). Click the **Back to Search Results** button at the bottom of the screen to return to the previous screen.

Figure 15. Course Iteration Details.

Clicking the **Title** gives additional information (optional)

Figure 16. Title details.

Note: This is a separate window - click the Close icon (⊠) in the upper right hand corner to close it.

4. Back in the **Search** screen, click the **Register** button under the course name (GCSS-Army-ALL ALMS Based). The following screen will appear.

Figure 17. Create Order screen (top) .

Note: "Create Order" refers to creating an order (request) for the lesson. You cannot change the order of lesson titles on the screen, nor can you deselect lessons that are listed for GCSS-Army WBT.

Figure 18. Create Order screen (bottom) - Continue Registration.

Click the **Continue Registration** button at the bottom of the screen to continue. The button will gray out and change to the word **Processing…** while registration is being completed.

The **Registration Confirmation** screen will appear. The **Status** column will show as **Confirmed**.

Figure 19. Registration Confirmation screen.

Click the **Go to Enrollments** button at the bottom of the page to continue.

Note: The Notes entry in the **Actions** column is used to add information about the lesson. Please do not use this feature at this time.

The **My Enrollments** screen will appear. Do not change the tab, sort, title, or "Group Courses By..." fields.

Figure 20. My Enrollments screen.

Click the 'plus' sign (+) to the left of the lesson name to see the lesson titles and exams associated with it.
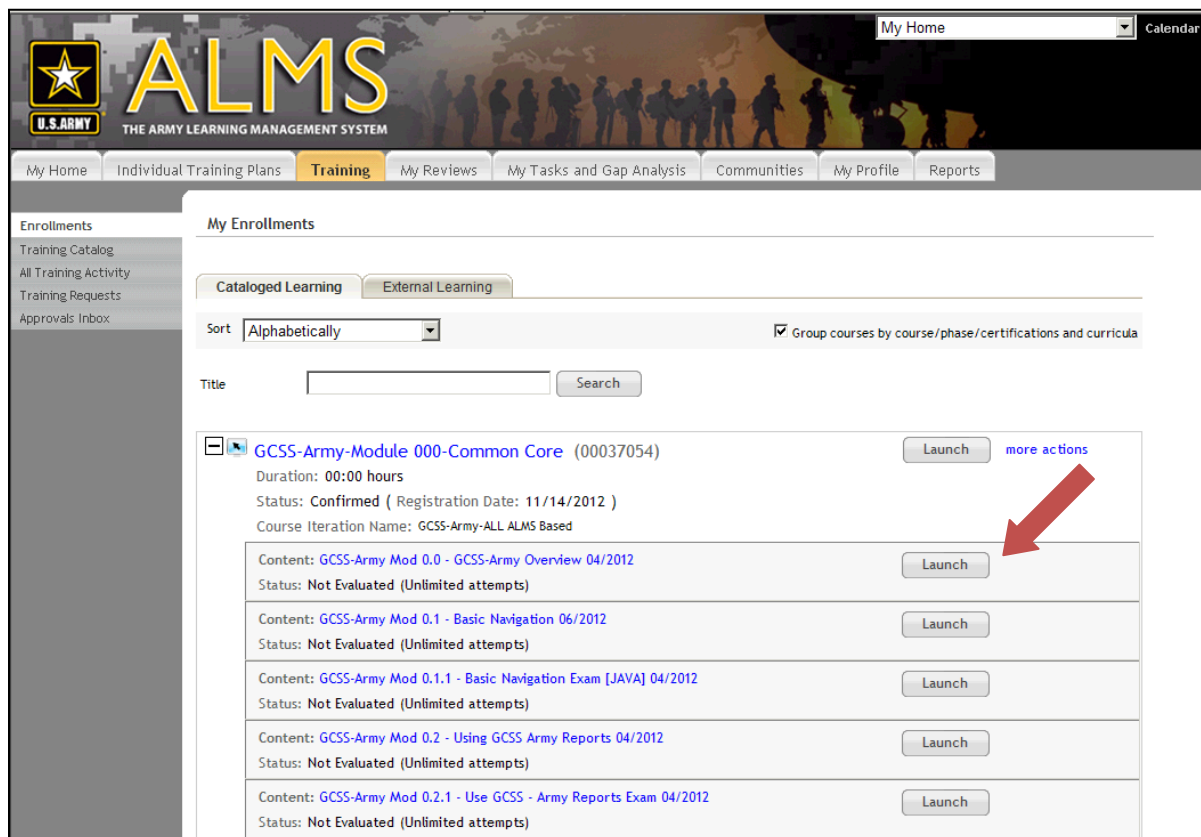
Figure 21. My Enrollments screen – expanded module.

You can 'unexpand' the table back to a single line list by clicking the minus sign (⊟).

Please note that there are **TWO** "Launch" buttons, which launch different things:

- The 'outer' Launch button (near the three digit Module number and name), which will display the module details, beginning with the **Learning Assignments** tab .
- The 'inner' Launch button, near the lesson name and date, which launches the lesson itself.

Click the inner **Launch** button to start the lesson or exam . This will take you to the table of contents (TOC) [example shown below.] Note that the TOC will appear on top of the **Learning Assignments** tab for the content you have launched. **The Learning Assignments** tab will keep track of your progress within a particular lesson.

Figure 22. Learning Assignments Tab.

Dropping a Course

The **Drop** option (in the **More Actions** box in the upper right of the **Learning Assignments** screen) allows the student to cancel participation in the course, and does <u>not</u> have to be confirmed. The **Drop** option is available by clicking the **more actions** link to the right of the **Launch** button. Click the **Drop** button at the bottom of the screen to drop a course.
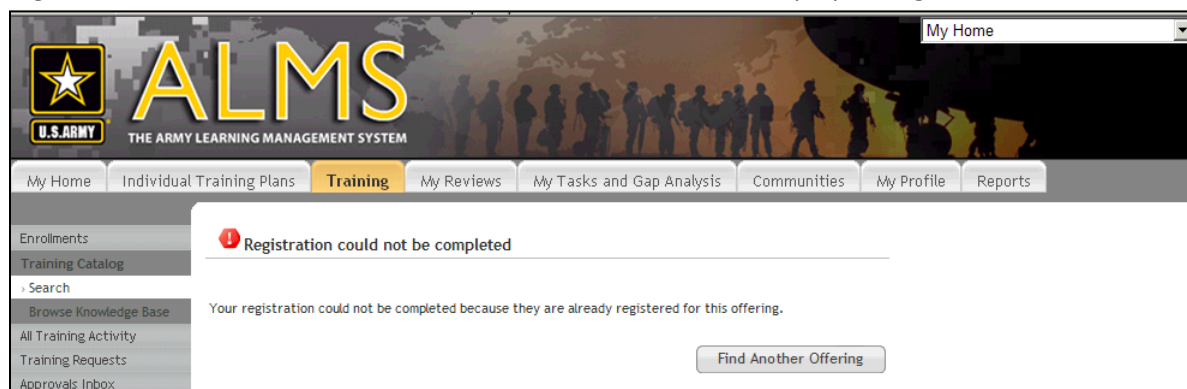
Figure 23. Drop Offering screen.

Note: Do <u>not</u> drop a course without contacting your supervisor for permission <u>first</u>. Your ALMS transcript will be considered incomplete until your GCSS-Army WBT courses have been completed (or manually waived by the LMS administrator).

Do Not Register more than once!

Once you have registered for the GCSS-Army WBT once, do <u>not</u> attempt to do so again. Attempting to register for the same course a second time causes the ALMS to display the figure below.

Figure 24. Registration Error.

Click the **Find Another Offering** button to return to the search process.

'Closing the Gap' no longer a part of the registration process

Until mid-November, 2012, registration for GCSS-Army WBT involved manual configuration of two ALMS profile items, which was handled by the LMS Administrator. Approximately 900 students were hand-entered into the ALMS system between early July and mid-November, 2012, using this approach, which was deemed too labor-intensive to continue past Wave 1 of system fielding.

Students who registered for GCSS-Army WBT in the summer/fall of 2012 who have work in progress will be allowed to finish that work, but no new registrations will be allowed under the old training paradigm. Students attempting to register for the first time will be shown Figure 14 (above) after a simple search for "GCSS", even if they previously received an e-mail notice that their registrations were complete.

The older paradigm involved closing a competency 'gap' for two assigned/required tasks. Attempting to 'close the gap' now displays the screen below.

Figure 25. Close Competency Gap - No Longer Used.

Note that there are no items in the table. If you see this screen, click the **Cancel** button (do not click the Competency Name). You *must* return to the ALMS Main Menu and run a catalog search in order to find and register for the GCSS-Army WBT course.

Lesson Order

As of late 2012, the modules of the "GCSS-Army-ALL ALMS Based" course may be taken in any order, allowing students to study whichever modules are most relevant to their responsibilities. Click the 'plus' sign (⊞) to the left of the module name to expand any of the Functional Areas, the use the **Launch** button to start the lesson from there.

GCSS-Army recommends the following lesson order for new students:

- Core Curriculum
  - o GCSS-Army Overview
  - o Basic Navigation
    - ▪ Basic Navigation Exam
  - o Intermediate Navigation
    - ▪ Intermediate Navigation Exam
  - o Using GCSS-Army Reports
    - ▪ Using GCSS-Army Reports Exam
- Functional Area Overview
  - o Functional Area Exam
- Additional Functional Area Lessons (Material Management and Finance Only)
  - o Additional Functional Area Lesson Exams
- Other Functional Areas of Interest
  - o Other Functional Areas of Interest Exams
- GCSS-Army WBT Survey

Exams may be taken separately, if desired; however, training credit in the ALMS will not be granted unless both the exam and the lesson are taken (and passed) together. The Survey should not be taken until the end of the course.

Table of Contents and Lessons

When the lesson is launched, the **Table of Contents** (TOC) will appear. Select the underlined blue entry of the course name to display the SABA Player.

Figure 26. Table of Contents.

The small box at the right of the Table of Contents screen shows your progress, as follows:

Box Fill	Course Progress	Color
Empty/none	Course not started	None
Half Full	Course started, but not completed	Green
Full	Course completed successfully (or assessment passed)	Green
Full	Course completed unsuccessfully (or assessment failed)	Red

Notes:

- A lesson which has not been started shows an empty box.
- A lesson which is started, but not completed, shows the box as green, half-full. Such a course may be continued from the point the student closed the lesson. A prompt appears when the course is reopened, asking if the student would like to continue the lesson from the point at which it was left. If the student elects not to restart the course at that point, they are returned to the first page of the course.
- The student may continue to take the lessons in the course in this fashion until the course is completed, in which case the box changes to green and full.

Table of Contents and Assessments

- All courses (except the GCSS-Army Overview) contain assessments (tests), which must be passed in order to receive certification for GCSS-Army WBT.
- Completing the course and passing the assessment at the 70% level results in a full, green box in the TOC
- Failing to pass the assessment will change the box to full and red.

It is every student's responsibility to review the materials and re-take the assessment so that the TOC box is green and full. The number of retakes is limited to three (3). Assessment information can be found in the student's transcript, along with a numerical grade.

Table of Contents and Surveys

- The GCSS-Army-ALL ALMS Based course contains a survey about the WBT, which must also be completed.
- A completed survey results in a full green box in the TOC.
- An incomplete (unsubmitted) survey results in a full red box in the TOC.

The WBT's SABA Content Player

When the course is launched in the ALMS, the **SABA Content Player** will start. Click the expand icon (❏) in the upper right corner to make the window full size.
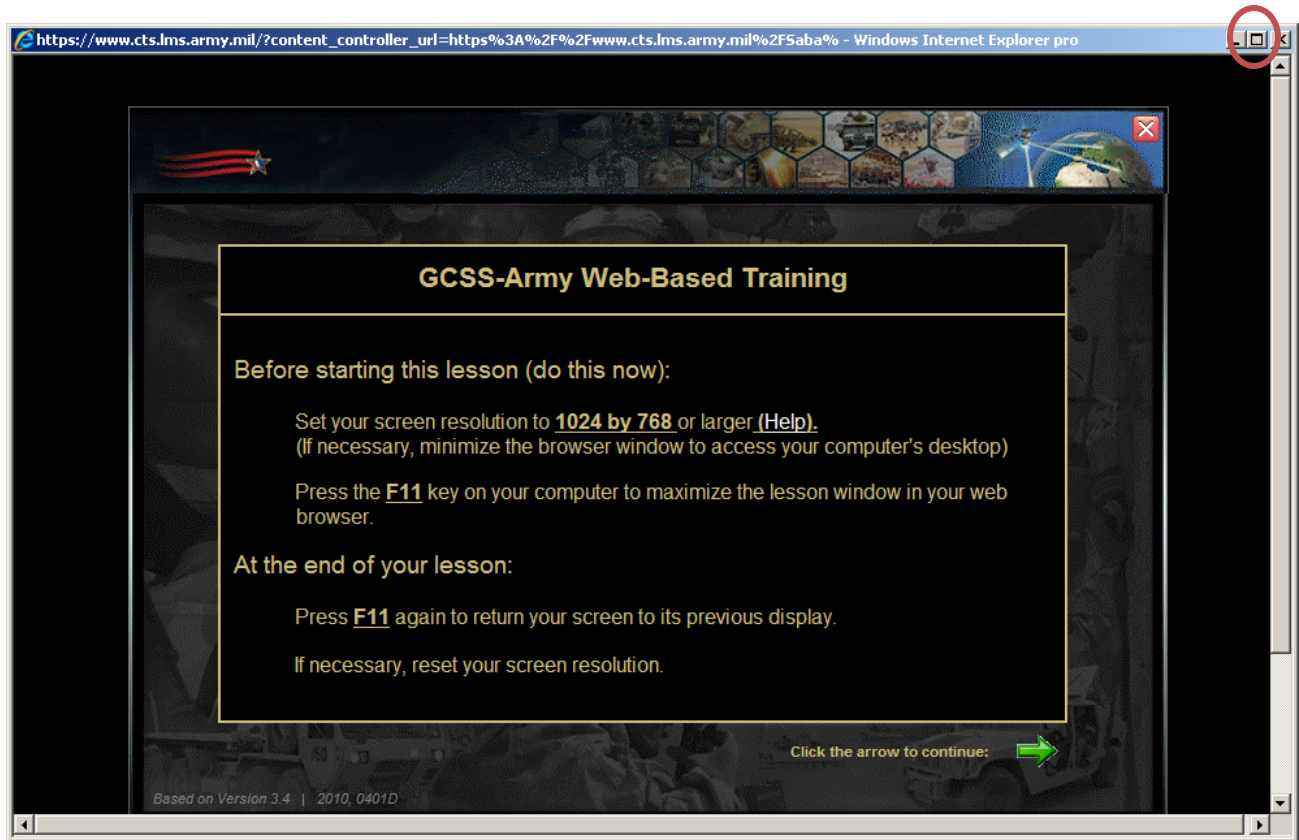

Figure 27. Course shell (full screen).

Note: The course is best when viewed at 1024 X 768 pixels and 96 DPI. If necessary, you can change your screen resolution by clicking **Start → Control Panel → Display → Settings** (in Win XP) and changing the settings in the **Display Settings** screen. This can be done without closing the lesson. If you cannot increase your screen resolution to 1024 X 768 pixels, contact your SASMO for assistance.

> **Warning**: When taking WBT courses, do <u>not</u> close the Table of Contents (TOC) window that is open behind the SABA Content Screen. Closing this window interferes with the communication between the student and the ALMS and can cause your progress (or course completion) to be incorrectly recorded.

The TOC window is a normal component of any SABA WBT course, and in most cases, will not be noticed. If other documents or folders are open, however, the possibility of accidental closure increases. For this reason, the WBT windows should be the *only* items open on the desktop when you are taking GCSS-Army WBT training courses.

To gain the maximum screen area for the course, turn off the bottom bar of the browser (Status Bar). Select the **View** menu in Internet Explorer and *uncheck* the Status Bar option to do so.

1. Press **F11** to completely maximize the lesson window (this removes the upper Internet Explorer bars).
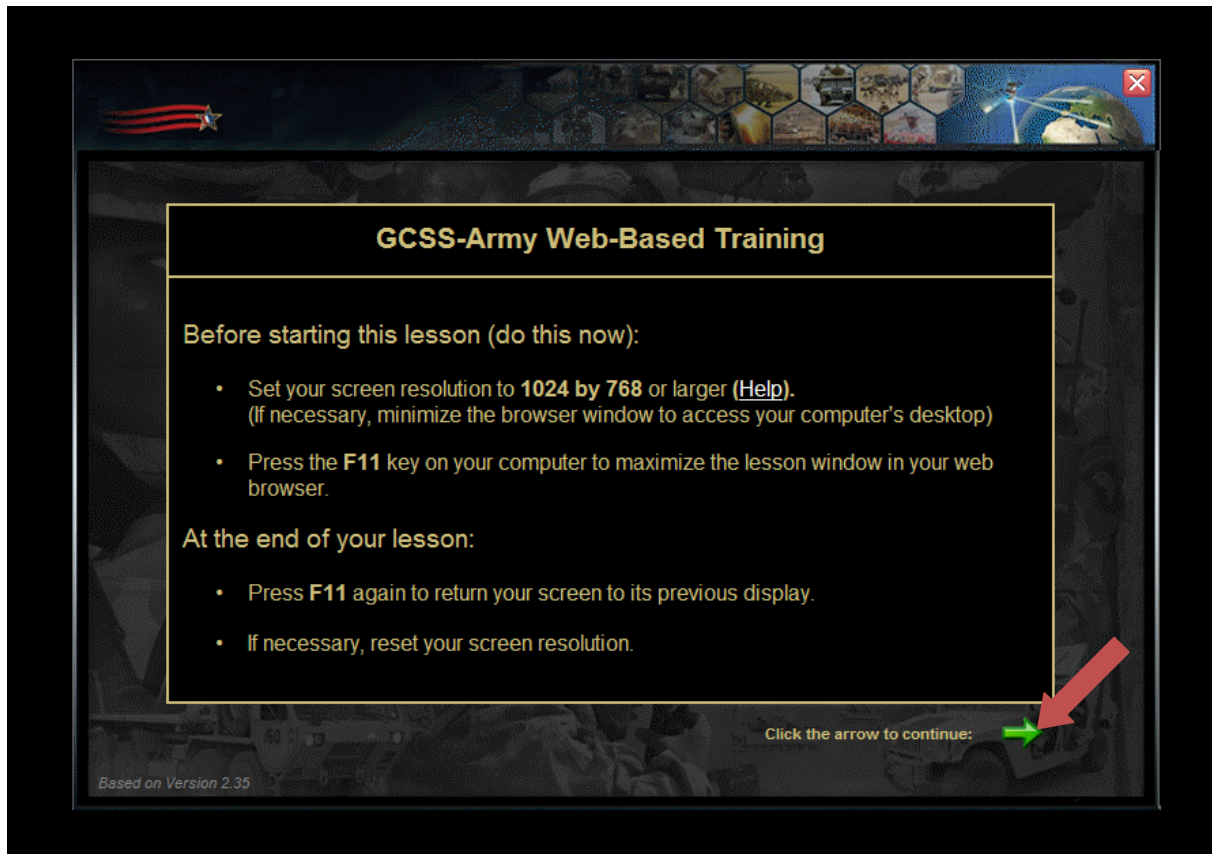2. Click the green arrow (➡) in the lower right corner to begin the course.

Figure 28. Course shell (maximized, no Status Bar).

3. Complete the training course by following the on-screen instructions. Use the arrow keys at the bottom right corner of the screen (◀, ▶) to move through the course. Use the **Close** icon in the upper right corner to close the lesson and return to the TOC.
4. Some courses (Basic Navigation, Intermediate Navigation, and Using Reports) contain simulations, which allow the student to get a feel for moving around in the GCSS-Army system without actually being connected to it. Such courses display several page with a graphic similar to the figure below.

The two choices (**Demonstration** and **Training)** function as follows:

   • **Demonstration** mode is a non-interactive overview of the concept - just watch and learn!

   • **Training** mode guides you through each step in the transaction. You will need to make entries on the keyboard, or use the mouse to select specific fields and options on the screen.

Some versions of the WBT may contain a single choice (Training mode) only. Other courses may contain an icon (📹) to launch the course, rather than a separate window. Simulations using an icon are normally accompanied by the written procedure, also shown by clicking an icon (🖼).
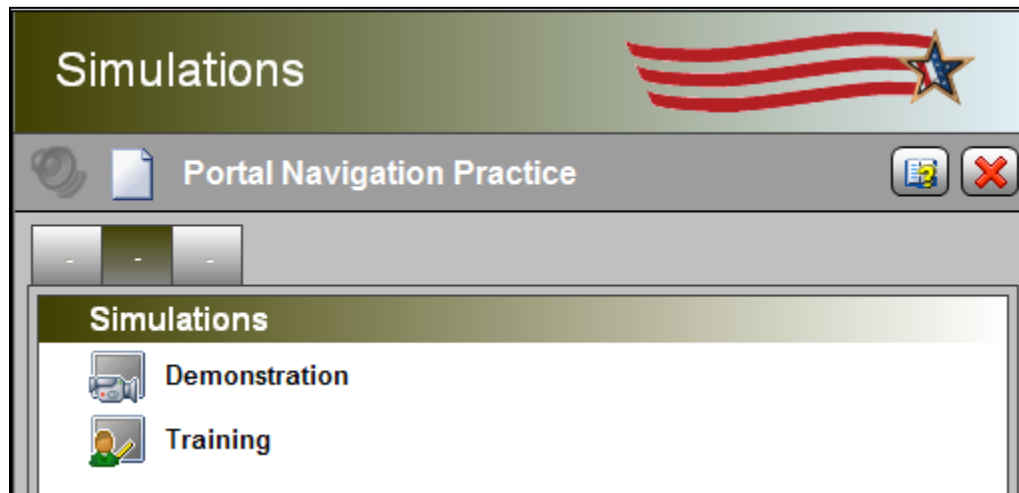
Figure 29. Simulations Portal.

5. Double click either choice to launch the simulation. A security warning screen will appear (possibly more than once.) Click **Yes** to continue.
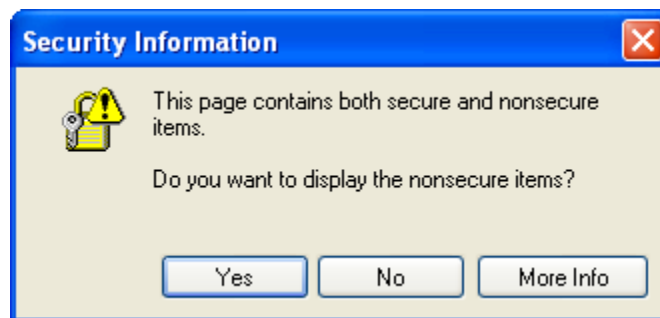

Figure 30. Security Warning.

WARNING: If using an AGM 10 machine with the Win7 operating system to run the WBT, the phrasing of this statement is different. In this case *only*, click **No** to continue.

A set of three dots moving from left to right will show the progress of the simulation load. [It is normal for the dots to stop moving during the load process, which can take 60-90 seconds.]

Figure 31. Simulation load in progress,

When finished with the simulation, follow the directions to exit and return to the simulations portal. You may repeat the simulation multiple times, or change modes from Demonstration to Training, or vice-versa.

6. There is no **Certificate of Completion** for individual lessons, although your enrollment status will change in the **Enrollments** table .

7. Exit the final page of the lesson by clicking the **Exit Lesson** button. Be sure to press F11 to return your screen to its original size. Also be sure to reset the screen resolution and Status Bar, if necessary.

8. Close the **SABA Content Manager** screen by clicking the **Close** icon (⊠) in the upper right corner of the lesson screen. After closing the Content Manager, you may close the **Table of Contents** screen the same way.

9. The ALMS system will return you to the **My Enrollments** screen. From here, you can launch the exam for the course.

Final Notes

- Click the [Lesson Navigation Help] button for additional information on the icons, rollovers, and buttons in the lesson.

- Click the **Close** icon (⊠) in the upper right corner of the lesson screen to leave the lesson at any time.   The ALMS will remember your last location within the lesson, and offer that page when you return. You may select this location or restart the course from the beginning.

- In the GCSS-Army **Help** window, the *Screen Resolution* and *Computer Safety* links are not currently active. The workaround for accessing this information is to click the colored tabs immediately to the right of the links.

Figure 32. GCSS-Army Help - Table of Contents.

- You may exit and re-enter any GCSS-Army WBT course as many times as you like. However, once you have completed the course (lessons, assessment, and survey), the listing will disappear from your Enrollments screen. Contact the ALMS Help Desk for assistance in relaunching the materials.

- There is no time limit for the course, and students should proceed at their own pace. Timeouts and disconnects may differ based on local security policies. The ALMS will timeout after four (4) hours. The approximate time required to complete the course is shown on the **Welcome** screen.
- Once finished with the WBT, be sure to log out of AKO, and close your browser for additional security.
- **Individual and collective progress through the POI is monitored by GCSS-Army personnel and periodically reported to the Army PMO for distribution to unit commanders**. We suggest you finish the POI at least 15-20 days before the GCSS-Army system goes live at your installation.
- **Statistics on WBT also include total time spent in the ALMS system**. Please do not rush through the WBT materials, as that fact will be noted in the reports as well .

Completion of other lesson materials

Figure 33. Learning Assignments tab – Table Showing Progress.

When the course content is completed, the **Learning Assignments** table will change as shown above. Note that the **Content** portion of the course has been completed successfully. At this point, the content may be re-launched, or the exam may be launched for the first time.

Note that the **Enrollments** screen has a separate **Launch** button for the exam.

Figure 34. My Enrollments table – Basic Navigation components shown.

A multiple choice exam (see Section 3) follows the lesson material. This exam must be passed at the 70% level before credit is given. Questions are derived from the information on the lesson pages.

Figure 35. Learning Assignments Tab – Module and Exam.

When the exam is completed successfully, the **Learning Assignments** tab will change as shown below. Three attempts are allowed, and a score and completion status are shown on the **Learning Assignments** tab, as shown below.

Figure 36. Learning Assignments tab – Module and Exam Passed Successfully.

Note: All POIs have a minimum of one course and one exam. Finance and Material Management POIs have two courses and two exams; the Core Curriculum has four courses (but only three exams). Your overall task is to take a minimum of five (5) WBT courses, successfully pass the exams on four of them, and then complete the Survey as the final step.

Once all lessons and exams are completed, the student should complete the final component, which is the end-of-class WBT survey.

Figure 37. My Enrollments table after all elements completed.

At this point, the student would expand and launch the end of course survey (see Section 5).

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